

# LEON COUNTY E.M.S.

## Standard Operating Guideline

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Title: Time Sheets  
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### I. PURPOSE:

To provide guidelines for time sheet completion for EMS field employees.

### II. GUIDELINE:

- Each employee is responsible for completing and signing their own time card and submitting it by the last Saturday of the pay period to the on-duty supervisor.
- The number of hours worked shall be recorded on the actual day worked. Each workday starts at 1200 am – midnight and goes until 1159 pm.
- It is the responsibility of the employee to record the number of hours of any shift differentials owed to the employee.
- Failure by an employee to submit a time sheet to the supervisor or failure to record all hours worked by the established deadline will result in the hours not reported being paid in the next pay period. Missed time is to be reported at the end of the next pay period on a paper timesheet.
- You must accurately record your hours worked. No one may record hours worked for another person. Falsely recording hours worked or tampering with another's time record may be cause for immediate termination. In the unusual occurrence of an error with the recording of your time you must immediately notify the on-duty supervisor.
- Fixed Station Units who work in the System Status Management plan may claim System Status Shift Differential, as outlined in the pay plan. The number of hours worked in the System Status Management Plan must be recorded on the appropriate line of the time sheet.